

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

Page 1

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

___ ORIGINAL SUBMISSION

___ RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. RETENTION PERIOD			8. Sec	9. Arch	10. Med	11. Vital	12. Remarks
			Agency	Storage	Total					
550 - PRIMARY HEALTH CARE/TITLE V PROGRAM										
1.1	1431	ADMINISTRATIVE RECORDS	3		3	O	R	P		
1.1	3828	PHC/TITLE V POP/TITLE V FEE PROJECT FILES	FE+2	3	FE+5	O		P		90-501-009
1.1.007	56	CORRESPONDENCE - ADMINISTRATIVE	3		3	O	R	P	X	
1.1.008	3234	CORRESPONDENCE, GENERAL	1		1	O		O		PAPER, ELECTRONIC
1.1.010	1599	DIRECTIVES - ROUTINE ISSUANCES REGARDING GENERAL ADMINISTRATIVE AND OFFICE PROCEDURES	US+1		US+1	O		P		
1.1.011	1610	EXECUTIVE ORDERS - RECORDS WHICH DOCUMENT SIGNIFICANT CHANGES OR NEW AGENCY POLICIES, PROGRAMS, AND/OR PROCEDURES	US+3		US+3	O	A	P	X	
1.1.023	5063	ORGANIZATION CHARTS	US		US	O	A	P		
1.1.024	5055	PLANNING RECORDS	AC+3		AC+3	O	R	P		
1.1.025	5073	POLICIES AND PROCEDURES MANUAL (NIADS)	US+3		US+3	O	R	P	X	
1.1.038	5074	REPORTS, STUDIES, & SURVEYS-FINAL	AV		AV	O	R	P		
1.1.040	5075	REPORTS, PAPERS & SPEECHES - CONFERENCES	2		2	O	R	P		
1.1.043	5076	TRAINING MATERIALS	US+1		US+1	O		P		
1.1.057	5077	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC; AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.058	5078	LEGISLATIVE MEETING AGENDA AND MINUTES	PM		PM	O	A	P		
1.1.062	5064	LEGISLATIVE MEETINGS SUPPORTING DOCUMENTATION	2		2	O	A	P		
1.1.063	5048	STAFF MEETING MINUTES	1		1	O		P		

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
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LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
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SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

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Page 2

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550 - PRIMARY HEALTH CARE/TITLE V PROGRAM											
1.1.065	5042	REPORTS & STUDIES - RAW DATA (NON-FISCAL)(PARS & NIADS)	AV		AV	O		P			
1.1.067	5043	REPORTS - ADMINISTRATIVE	3		3	O	R	P			
1.3.001	5057	PUBLICATIONS	AC/US+5		AC/US+5	O		O			PAPER, ELECTRONIC; FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO CLEARINGHOUSE/TDH LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO HHS PRINTING FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY. WEB PUBLICATIONS ARE MADE ACCESSIBLE TO THE PUBLIC FOR AT LEAST TWO YEARS, THEN A COPY IS RETAINED FOR REMAINING RETENTION PERIOD FOR APPLICABLE RECORDS SERIES, OR PUBLICATIONS, WHICH EVER IS LONGER.
1.3.002	5056	PUBLICATION DEVELOPMENT FILES	AV		AV	O	R	O			PAPER, ELECTRONIC, NEGATIVES
2.1.001	5049	AUTOMATED FILES - PROCESSING FILE	AC		AC	O		E	X		
2.1.007	5050	SOFTWARE PROGRAMS AND JOB CONTROL LANGUAGE	AC		AC	O		E	X		
2.1.009	5051	SYSTEM AND FILE DOCUMENTATION	AC		AC	O		P			
3.1.001	5052	APPLICATIONS - NOT HIRED	2		2	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.014	5053	EMPLOYMENT SELECTIONS - INCLUDING INTERVIEW NOTES AND DOCUMENTATION OF SELECTION PROCESS	2		2	O		P	X		
3.1.019	5054	PERFORMANCE JOURNALS	2		2	O		P			CONTAINS CONFIDENTIAL DATA
3.1.020	5081	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P			AC=TERMINATION OF CORRECTIVE ACTION
3.1.021	5044	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5		AC+5	O		P	X		

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550 - PRIMARY HEALTH CARE/TITLE V PROGRAM

3.1.023	5079	POSITION/JOB DESCRIPTIONS	US+4	US+4	O	P	X	
3.3	5082	TRAINING SUPPORT DOCUMENTATION	AC+2	AC+2	O	O		PAPER, ELECTRONIC; AC=COMPLETION OF CLASS
3.3.023	5087	TUITION ASSISTANCE AND TRAVEL REQUESTS	FE+3	FE+3	O	P		
3.4.004	5088	OVERTIME AUTHORIZATION	2	2	O	P		
3.4.006	5090	TIME CARDS AND TIME SHEETS	4	4	O	O		PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	5080	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3	FE+3	O	O		PAPER, ELECTRONIC
5.1.004	5091	ADDRESS AND TELEPHONE LISTINGS	US	US	O	P		
5.1.015	5664	CORRESPONDENCE LOGBOOK	1	1	O	P		
5.3	1700	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4	FE+4	O	P		

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